

CAROLINAS ASSOCIATION OF NEONATAL NURSE
PRACTITIONERS
CONSTITUTION AND BYLAWS

ARTICLE I
TITLE

The title of this organization shall be CAROLINAS ASSOCIATION OF NEONATAL NURSE PRACTITIONERS.

Article II
PURPOSE

The purposes of the ASSOCIATION shall be:

1. To establish an organization to facilitate professional development, education and research for the neonatal nurse practitioner.
2. To provide a communication network for exchange of ideas regarding practice, education and the professional role of the neonatal nurse practitioners.
3. To participate in the legislative activities regarding nurse practitioner scope of practice specifically in the neonatal care area.

ARTICLE III
MEMBERSHIP AND PRIVILEGES

Membership in the ASSOCIATION is a privilege and is contingent upon continued compliance with the requirements specified in these bylaws.

It shall be the duty of each member to keep on file with the Vice President a current address to which all publication, notices, rules or regulations required by the bylaws of the ASSOCIATION may be sent.

Section 1. Active Members

- a. Shall be a licensed registered nurse recognized by their state board of nursing as a neonatal nurse practitioner.
- b. Shall be a registered nurse currently enrolled in a neonatal nurse practitioner program which is recognized as accredited by their state board of nursing.

- c. Shall have the right to vote and to hold office in the ASSOCIATION.
- d. Nurse practitioner students may not be nominated to hold office in the ASSOCIATION.
- e. Members who are not from North or South Carolina shall not have the right to hold office, but they may vote.

Section 2. Corporate Membership

- a. Shall be representatives of those corporations supporting the purpose of the ASSOCIATION and having interest in neonatal health care.
- b. Shall be recognized solely as contributors to the ASSOCIATION, but will not be afforded privileges.

Section 3. Dues

- a. Active membership dues shall be established by the EXECUTIVE COMMITTEE of the ASSOCIATION and are payable to the treasurer.
- b. The fiscal year shall be January 1 to December 31.
- c. Membership dues must be submitted no later than the annual conference. After the annual conference, a late fee of \$5.00 will be assessed.

Section 4: Termination and Removal

- a. The EXECUTIVE COMMITTEE may begin termination procedures against any individual or organization for due cause, including, but not limited to:
 - i) failure to pay CANNP fees.
 - ii) Activities that are inconsistent with the purpose of the ASSOCIATION.
- b. Written notification of such proceedings will be made to the individual or corporation by mail to the last recorded address as shown on the records of the ASSOCIATION.
- c. Individuals or corporations subject to these proceedings may appeal to the EXECUTIVE COMMITTEE upon receipt of written notification. If no response is received by the EXECUTIVE COMMITTEE within 30 days, termination procedures will be initiated.
- d. Termination will be by majority vote of the EXECUTIVE COMMITTEE.

ARTICLE IV
OFFICERS

The officers of the ASSOCIATION shall consist of PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, MEMBER AT LARGE, and EXECUTIVE DIRECTOR.

Each candidate for office shall be an active member of the ASSOCIATION. A member may not hold more than one office at any given time.

All officers shall hold office for a term of two (2) years. All officers shall take office on January 1 immediately following their election. President and Vice President shall not hold the same office for more than two (2) consecutive terms.

Duties of the officers are contained herein. Guidelines for procedure and duties of the Executive Committee members are contained in the "Standing Rules for Executive Committee Members" which is a supplement to and not an official part of these bylaws.

Section 1. President

The President shall:

- a. Have served as a member of the current EXECUTIVE COMMITTEE.
- b. Preside at all meetings of the EXECUTIVE COMMITTEE, the ASSOCIATION, and special meetings when indicated.
- c. Act as the official representative of the organization
- d. Appoint, with approval of the Executive Committee, all special committee members and chairpersons as provided in the bylaws.
- e. Perform other duties as may be assigned by the EXECUTIVE COMMITTEE.
- f. Serve as consulting member of all committees.
- g. Will serve as the EXECUTIVE DIRECTOR for a period of two to four years after term of office has expired.

Section 2. Vice President

The Vice President shall:

- a. Perform the duties of the office of President in the absence of the President.
- b. Perform such duties as assigned by the President and/or EXECUTIVE COMMITTEE.

- c. Serve as chairperson for the awards committee.
- d. Maintain the current membership including addresses on a computer program.

Section 3. Secretary

The secretary shall:

- a. Keep the minutes of all meetings of the EXECUTIVE COMMITTEE and of the ASSOCIATION.
- b. Keep all documents pertaining to the communication of the ASSOCIATION.
- c. Give, or cause to be given, notice of all meetings of the EXECUTIVE COMMITTEE and of the ASSOCIATION required in these bylaws..
- d. Be responsible for keeping the bylaws.
- e. Serve as chairperson of the communication committee.
- f. Perform other duties as may be assigned by the EXECUTIVE COMMITTEE.

Section 4. Treasurer

The treasurer shall:

- a. Have charge, full knowledge and record of all financial transactions of the ASSOCIATION.
- b. Deposit all monies and other valuables in the name and to the credit of the ASSOCIATION with such depositories as may be designated by the EXECUTIVE COMMITTEE.
- c. Render to the President and EXECUTIVE COMMITTEE, wherever requested, an account of all financial transactions of the ASSOCIATION.
- d. Render a statement of the financial condition of the ASSOCIATION at all regular meetings of the EXECUTIVE COMMITTEE and ASSOCIATION.
- e. Perform all other duties as may be assigned by the President and/or EXECUTIVE COMMITTEE.
- f. Keep all documents pertaining to the business of the ASSOCIATION.

Section 5. Member at Large

The Member-at-Large shall:

- a. Serve as chair of the nominations committee during the voting year.
- b. Bring pertinent professional or organizational issues from the association members to the executive committee for discussion.
- c. Have full voting privileges with issues brought before the executive committee.

- d. Utilize association resources to recruit and retain association members. Funds may be obtained from the treasurer without prior approval from the president unless the request is deemed inappropriate by the treasurer.
- e. Supervise and coordinate the timely and correct mailing and counting of ballots related to election of new officers.
- f. Perform other duties as may be assigned by the president and/or executive committee.

Section 6. Executive Director

The Executive Director shall:

- a. Shall be a person with interest and investment in the association. A former officer is a suggested candidate.
- b. Shall have no specific term limit but can request to be replaced for due reason or be removed by executive committee for due cause.
- c. Not vote on issues brought before the executive committee unless so requested by the president to break a tie.
- d. Work with all association members to promote and enhance CANNP activities.
- e. Present ideas, problems, solutions of organizational or professional interest to the executive committee for discussion.
- f. Advise executive committee members on pertinent matters and support all final decision.

Section 7. Vacancies

- a. In the event of a vacancy in the office of President, Vice President shall fulfill the duties of this office.
- b. In the event of a vacancy in the office of Vice President with less than 6 months to complete the term, the President will assume the responsibilities of the office.
- c. In the event of a vacancy in the office of Secretary, Treasurer or Member-at-Large with less than six months to complete the term, another EXECUTIVE COMMITTEE Member will assume the responsibilities of the office.
- d. In the event of a vacancy in the office of Vice President with more than six months to complete the term, the EXECUTIVE COMMITTEE shall be empowered to solicit nominations and call for a special election by the voting members of the ASSOCIATION to fill the office(s) for the unexpired term.
- e. In the event of an election in which those running have no opposition then they shall hold the positions without a vote from the membership.

ARTICLE V
EXECUTIVE COMMITTEE

Section 1. Composition

- a. The EXECUTIVE COMMITTEE shall be composed of the officers, an elected ASSOCIATION Member-at-Large, and an executive director.
- b. The elected ASSOCIATION Member-at-Large shall be nominated to hold a seat on the EXECUTIVE COMMITTEE for two years.
- c. The initial EXECUTIVE COMMITTEE consists of:
 - President - Kris Barends
 - Vice President - Stephen Kilb
 - Secretary - Tony Graham
 - Treasurer - Harriet Small
 - Association Member-at-Large - Tina Hunsucker

Section 2. Authority

The EXECUTIVE COMMITTEE shall:

- a. Review the financial statements pertaining to the ASSOCIATION on a semiannual basis.
- b. Approve special committees as recommended by the President.
- c. All other duties as outline here within these bylaws.
- d. Meet as necessary to conduct the business of the ASSOCIATION, with the minimum of two (2) meetings per year.
- e. All members vote on all issues in person or by absentee ballot with the exception of the Executive Director who has no vote unless asked by the President to cast a vote to break a tie.

ARTICLE VI
MEMBERSHIP MEETINGS

As of 10/23/96, EXECUTIVE COMMITTEE decision to offer a single conference per year.

Annual general session of the membership shall be held at such time and place as designated by the Program committee with approval by the President and/or EXECUTIVE COMMITTEE.

Notice of time and place of meeting shall be given not less than sixty days prior to the meeting.

Each Active Member shall be entitled to one vote on matters properly placed before the membership.

A quorum for the membership meetings shall consist of at least one-third of all Active members. The ASSOCIATION is not accepting proxy vote at this time.

The general session shall include a report to the membership of all committee activities.

ARTICLE VII ELECTIONS

Election of officers shall be held biannually before the time of the general session meeting. This election shall be by mail ballot by a majority of votes cast. The date for close of nominations for officers shall be mandated by the nominations committee. The nominations committee shall develop a procedure for solicitation of candidates and implementation of the election process. The ASSOCIATION Member-at-Large in acting as chairperson shall keep the EXECUTIVE COMMITTEE informed of all proceedings.

ARTICLE VIII COMMITTEES

Section 1. Standing Committees

- a. The following committees shall be established by the EXECUTIVE COMMITTEE and the ASSOCIATION:
 - i) Communications committee - consists of Member-at-Large and representatives from each institution.
 - ii) Legislative Committee - consists of 2 co-chairpersons, one from North Carolina and one from South Carolina along with volunteers from the ASSOCIATION.
 - iii) Program Committee - consists of Vice President and ASSOCIATION members nearest to conference area.
 - iv) Nominations Committee - consists of the Member-at-Large acting as chairperson and one volunteer from the ASSOCIATION.
- b. The EXECUTIVE COMMITTEE may establish such other standing committees as may be necessary to conduct the business of the ASSOCIATION.

- c. At the request of the President, each committee shall report to the ASSOCIATION at general sessions. Written reports shall be submitted by the committee chairperson if so requested by the President.
- d. Interim reports must be submitted if requested by the EXECUTIVE COMMITTEE.

Section 2. Special Committees

- a. Special Committees may be appointed by the President with the concurrence of the EXECUTIVE COMMITTEE for such tasks as circumstances warrant.
- b. Such Special Committees shall limit their activities to the accomplishment of the task for which they were created and appointed and shall have no power to act except such as is specifically conferred by actions of the EXECUTIVE COMMITTEE.
- c. Upon completion of the task for which the Special Committee was appointed, the committee will be discharged.
- d. Each Special Committee shall submit a written report to the ASSOCIATION and EXECUTIVE COMMITTEE upon request.

ARTICLE IX
PARLIAMENTARY AUTHORITY

The rules contained in the most recent edition of Robert's Rules of Order shall govern this ASSOCIATION in all cases to which they are applicable, and which are not inconsistent with these bylaws.

ARTICLE X
AMMENDMENTS

Proposed amendments to these bylaws shall be submitted in writing to the EXECUTIVE COMMITTEE at least ninety (90) days prior to the next general session.

The proposed amendment(s) and the rationale for the change shall be mailed to all members 30 days prior to the next general session.

Ballots will be solicited by mail on the proposed amendments prior to the next scheduled session. A majority vote of the members shall be required for the adoption of an amendment(s).

ARTICLE XI
INDEMNIFICATION

All officers and members of the EXECUTIVE COMMITTEE are volunteering their time and efforts in good faith and are hereby indemnified.

Educational information presented before the ASSOCIATION is strictly the views and opinions of the presenter and not necessarily those of the ASSOCIATION.